



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOUR DR.
SAN DIEGO, CA 92132-3058

IN REPLY REFER TO:
COMNAVREGSWINST 1601.1A
N08HD
11 SEP 2006

COMNAVREGSW INSTRUCTION 1601.1A

From: Commander, Navy Region Southwest

Subj: AREA CHAPLAIN DUTY AND FUNERAL HONORS WATCHSTANDING

Ref: (a) OPNAVINST 3120.32C
(b) BUPERSINST 1770.3

Encl: (1) Consolidated Area Duty Chaplain and Funeral Honors
Watch/Standard Operating Procedures

1. Purpose. To promulgate Commander, Navy Region Southwest (CNRSW) area Duty Chaplain and funeral honors watchstanding requirements and procedures.
2. Cancellation. COMNAVREGSWINST 1601.1.
3. Scope. This instruction explains the organization and functions of the CNRSW Duty Chaplain watch and establishes responsibilities and procedures for the efficient administration and operation of the Consolidated Duty Chaplain Watchbill.
4. Applicability. The regulations set forth in this instruction are issued for use by all Chaplains serving in non-operational billets within the Metro San Diego area. These regulations shall be adhered to by all Chaplains in the performance of their watchstanding duties. Duty Chaplains shall exercise initiative and sound judgment when dealing with unique circumstances that may not be specifically covered by this instruction.

M. R. ALLEN
Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site
<http://www.cnrsw.navy.mil/Admin/index.htm>

11 SEP 2006

CONSOLIDATED AREA DUTY CHAPLAIN AND FUNERAL WATCH

STANDARD OPERATING PROCEDURES

1. Duty Chaplain Defined/Authority

a. The Duty Chaplain serves as the direct representative of CNRSW, charged with initiating or coordinating ministerial action within the Metro San Diego area after normal working hours as defined in Paragraph (5) of this enclosure.

b. Unless, exempted by the Regional Chaplain, all Chaplains shall be assigned collateral responsibility to support the Duty Chaplain Watchbill as promulgated by the Watchbill Coordinator.

2. Senior Watch Officer (SWO). The Regional Chaplain is designated the SWO. In addition to being responsible for all area watch requirements, the SWO shall:

a. Review and approve the quarterly and monthly Duty Chaplain Watchbill.

b. Establish watch procedures.

c. Review the Duty Chaplain notebook and update as required.

d. Supervise the Duty Chaplain in the performance of all duties.

e. Ensure that all Duty Chaplains are properly trained to stand the duty and to respond to all requests for assistance.

f. Maintain a current list of all pertinent phone numbers to include: Chaplains, Commanding Officers (CO) and Executive Officers (XO), Command Master Chiefs (CMC), and unit ombudsmen.

3. Watchbill Coordinator. The Regional Chaplain shall designate a Watchbill Coordinator who shall:

a. Promulgate the Consolidated Duty Chaplain Watchbill on a quarterly and monthly basis.

b. Coordinate dates of non-availability, leave and TAD with all Duty Chaplains.

Enclosure (1)

11 SEP 2006

4. Chaplain Duties. As the representative of CNRSW, responsiveness of the Duty Chaplain to the requirements of the Commander is of the utmost importance. In addition to carrying out all routine duties, the Duty Chaplain shall give special attention to matters in which the Commander has expressed a personal interest (i.e. special projects, research, programs, etc). It shall be the sole responsibility of the Duty Chaplain to take action in these matters when so directed. While in a duty status, the Duty Chaplain must ensure that the performance of duty requirements takes precedence over normal (i.e. non-duty) daily responsibilities in the event of a conflict. In standing the watch, the Duty Chaplain shall:

a. Be guided by the spirit of reference (a), which outlines standard Navy watchstanding procedures.

b. Contact the on-coming Duty Chaplain and make arrangements to properly turn over the duty.

c. Conduct a property inventory of the duty brief case with the on-coming Duty Chaplain, ensuring that the following items are accounted for:

(1) Duty notebook containing instructions and contact information

(2) Duty Log

(3) Duty Cellular Telephone (number: (619) 778-1707)

(4) Cell phone charger

d. Conduct an operational check of the duty cell phone to ensure it is properly functioning.

e. Brief any pending cases with the on-coming Duty Chaplain prior to turning over the duty. The on-coming Duty Chaplain shall record proper assumption of the duty in the duty log.

f. Communicate any pending cases or significant issues to the appropriate command, site chaplain, duty officer, etc. prior to turning over the duty. This is particularly critical where cases involving serious injury, hospitalization, death, suicidal ideation, or suicide occur. In such instances, all appropriate personnel should be informed immediately after initiating assistance or handling the case.

5. Watchbill Procedures. All Duty Chaplains shall review the quarterly and monthly watchbills to determine assigned periods of duty. Duty periods are as follows:

11 SEP 2008

a. Regional Duty Chaplain: This is a non-working hours duty only. Accordingly, the duty period begins at 1600 on Tuesday and continues through non-working hours until 0730 the following Tuesday.

b. Funeral Honors: Funeral Honors support will be provided during regular working hours by the Duty Chaplain throughout his or her period of assigned duty. Funeral Honors Support is discussed in greater detail in paragraph 7.

6. Watchstanding Procedures. In addition to the procedures set forth in paragraph 4, the following procedures are established:

a. Recall. Each Chaplain assigned to the watchbill shall provide accurate recall information to the Senior Watch Officer and the Watchbill Coordinator providing updates whenever necessary. All Chaplains on the watchbill shall verify personal recall information upon assuming the duty and inform the SWO and Watchbill Coordinator of any necessary changes.

b. Periods of Non-availability. Personnel intending to request leave, execute TAD orders, or who otherwise anticipate being unavailable for duty shall notify the Watchbill Coordinator as far in advance as possible.

c. Exchanges of Duty. Once a period of duty has been assigned to a Chaplain on the watchbill, it becomes the responsibility of the assigned Chaplain to find a substitute if one is required. All requests for exchange of duty shall be submitted to the Watchbill Coordinator, via both telephone and e-mail, at least three days prior to the day of duty to be exchanged.

d. Uniform. The Duty Chaplain shall be in the prescribed uniform of the day whenever responding in person to any request for assistance. When assisting in a Casualty Assistance Calls Officer (CACO) visit, the Duty Chaplain shall verify the prescribed uniform with the CACO prior to the visit. Since the prescribed uniform for CACO visits will normally be Service Dress Blues or Summer Whites, depending upon the season of the year.

e. Sickness or Emergency. In the event that a Chaplain on the watchbill becomes unable to stand an assigned duty because of sickness or a personal emergency, he or she shall secure a substitute (as far as practical) and then properly notify both the SWO and the Watchbill Coordinator.

11 SEP 2008

f. Requests for Support. The Duty Chaplain will receive the majority of requests for support from the Regional Watch Commander or Command Officers of the Day (OODs). These individuals will receive requests for support and forward contact information to the Duty Chaplain. Under normal circumstances, OODs are to refer all calls for Chaplain assistance to the Regional Watch Commander (RWC). OODs are not required to gather background information from those requesting support.

g. Turnover. Upon assuming the Duty, the on-coming Duty Chaplain shall contact the following individuals to provide contact information:

(1) Regional Watch Commander: (619) 524-2030

(2) Naval Station Command Duty Officer: (619) 556-1247

(3) Naval Base Coronado Command Duty Officer:
(619) 545 8123

h. Contacts. Enter in the duty log all phone conversations with the duty personnel, contact personnel, and other individuals spoken to during each duty call. Provide date, time, contact phone number, name(s) of individual(s) spoken to, brief description of the support or issue, and a brief summary of action taken.

i. Emergency/Disaster Plan. In the event of an emergency or disaster (i.e. mass casualty, natural disaster, terrorist attack, etc.), the Regional Chaplain shall be among the first individuals to be notified. In the event that the Regional Chaplain cannot be reached the Duty Chaplain shall notify the Command Chaplain for Naval Station San Diego.

j. Personal Residence Visits. All official (i.e. duty related) visits to a place of residence require a local command escort of rank E-6 or above. In the event that a command is unable to provide such an escort, the Duty Chaplain shall notify the OOD and/or SWO that the requested visit cannot be made.

k. CACO Duties. The Duty Chaplain shall accompany, upon request, any San Diego area CACO who requests Chaplain assistance during normal periods of duty to make the initial notification visit.

l. Delivery of (AMCROSS) Messages. Some AMCROSS messages request the presence of a Chaplain during delivery of the message. If requested to provide ministry in this situation, the Duty Chaplain shall ensure the following has taken place:

11 SEP 2006

(1) The whereabouts of the service member to be notified are known and that the service member can be brought to a specified location or can be met at a specified location.

(2) The OOD or CDO of the parent has been notified and has identified a command representative who will be present at the time of the notification. Per reference (b), notification shall not be made between the hours of 2400 and 0600.

7. Funeral Honors Support. Funeral Honors Support provided by the Duty Chaplain will be limited to graveside committal services only. The locations at which such services will be provided are limited to Rosecrans National Veterans' Cemetery at Point Loma or another cemetery in the Metro San Diego area only. Any associated Chapel services will be arranged with specific chapel sites, but will not be provided by the Duty Chaplain. The Duty Chaplain shall provide support for the Funeral Honors Watchbill during normal working hours. In the event that a request is received for committal services on a Tuesday, the off-going Duty Chaplain shall provide support. Requests for committal support will normally specify the services of either a Protestant or a Catholic Chaplain. The designated Duty Chaplain will respond to requests for a Chaplain of his or her faith group. The Watchbill Coordinator will assign an additional Funeral Honors Chaplain of the opposite faith group to cover such requests.

a. Assignments: Funeral assignments will be made by the Regional Funeral Honors Coordinator with as much notice as possible. However, due to the nature of funeral support, requests for support may come at short notice. Assignments will be sent to the Duty Chaplain with copies to that Chaplain's Supervisory Chaplain and the Watchbill Coordinator. Requests for funeral support falling on Mondays are performed by Chaplains assigned to Marine Corps Recruit Depot. Funerals occurring on Tuesday through Friday funerals will be performed by Metro San Diego Area Chaplains. No funerals will be assigned on Saturdays, Sundays or Holidays. Only one chaplain per faith group will be made available for funeral support on any given day.

b. Uniforms: Uniform for Funeral Honors Support shall be either Service Dress Blues or Summer Whites depending on the season of the year.